

EARLY GRADUATION PROCEDURE (INS-P017)

Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure outlines the process for requesting early graduation.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

2.1 Principals

3.0 APPROVAL AUTHORITY:

3.1 High School Director or designee

4.0 DEFINITIONS:

4.1 None.

5.0 PROCEDURE:

- 5.1 Parent/Guardian and student make a written request for early graduation and submit request to school principal. Counselor outline of adjusted educational plan should accompany this request.
- 5.2 Principal accepts or denies the request.
 - 5.2.1 If denied, principal responds in writing to the Parent/Guardian and student informing them of his/her decision by August 31, or within 15 days of the request is made during the school year.
- 5.3 Principal accepts the request and forwards the request and the accompanying educational plan to the High School Director.
- 5.4 High School Director (HSD) accepts or denies the request.
 - 5.4.1 If denied, HSD responds in writing to the Parent/Guardian and student informing them and informs the principal of his/her decision.
- 5.5 HSD accepts the request and forwards to the request to the Director of Schools or designee.
- 5.6 Director of Schools or designee accepts or denies the request.
- 5.7 Director of Schools responds in writing to the Parent/Guardian and student informing them of his/her decision to grant or deny request. HSD and Principal are informed of the decision.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Letters
- 6.2 Early Graduation Policy (INS-A028)

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | Retention | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|-------------------|--------------|--------------------|-------------------|
| Letters | Cumulative Folder | Indefinitely | Permanent | Secured Building |

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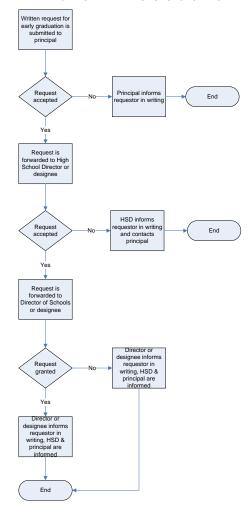
8.0 REVISION HISTORY:

| Date: | <u>Rev.</u> | Description of Revision: |
|---------|-------------|---|
| 6/18/07 | | Initial Release |
| 5/11/11 | Α | Added "or designee" |
| 9/25/12 | В | Add educational plan to sections 5.1 and 5.3. Add "or within 15 days" to 5.2.1. |

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

End of Procedure



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